**Construction Coordinator PM Job description 2025**

Construction Coordinators, Inc., based in Needham, MA is a general contractor and construction manager specializing in office, restaurant, and retail space throughout New England. Since 1991, clients such as Harvard, Simon Properties and Hyatt Hotels have trusted CCI for its expertise in complex project management and time-tested relationships with the most talented subcontractors. CCI excels at improving the places where people eat, shop, and earn their living. CCI’s projects come in a variety of shapes and sizes, from month-long retail refreshes to six-month ground up restaurant shells.

As a member of the CCI team, you will be challenged and pushed to excellence, but you will also be given independence, hands-on work, and excellent opportunities for long and short-term career growth. CCI offers a competitive salary based on experience; excellent benefits, including health, dental, 401(k), short- and long-term disability; a convenient location and attractive office space; and a friendly, exciting work environment.

CCI is looking for driven, creative, intelligent employees who have a passion for building. CCI was named four times to the INC. 5000 list of fastest growing companies in the nation, has received the National AGC Safety Award, and the Constructech Vision Award. We are seeking a diligent and motivated self-starter to join our growing estimating and project management team.

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**Primary job responsibilities of the Project Manager**

At CCI, the project manager is responsible for the overall management direction for the project, including planning and scheduling activities, procurement of materials and subcontractors, oversight and coordination of subcontractors, cost control, and contract administration. Project managers at CCI are actively involved in pre-construction activities, so the ideal candidate will have experience throughout the entire design/build cycle, including estimating experience.

Typical duties include, but are not limited to:

* Developing Cost Estimates during pre-construction
* Communicate with members of project team to ensure the success of the project.
* Plan, organize, and staff key field positions.
* Establish project objectives, policies, and procedures as well as performance standards.
* Control and monitor construction through the on-site superintendent to ensure that the project is built on schedule and within budget.
* Responsible for staffing, providing technical direction and employee development.
* Develops and implements project scheduling standards and procedures and monitors compliance. Manages all planning and scheduling activities including schedule development progress update reports, problem analysis activities.
* Responsible for maintaining input for schedules, cost reports, project accounting, estimates, document control and RFI/shop drawing logs.
* Prepares meeting agendas, attends project meetings, prepares and distributes minutes.
* Solicits and obtains quotes for vendor-supplied items and subcontracts in compliance with specifications.
* Summarizes vendor bids based on price, delivery, quality and past performance.
* Negotiates terms and conditions.
* Prepares and issues subcontracts and subcontract change orders.
* Prepares and places purchase orders and purchase change orders.
* Handles third party rental agreements.
* Addresses and resolves invoicing problems.
* Prepares schedules, cost reports, project accounting, estimates, document control and RFI/shop drawing logs.
* Expedites the site delivery of materials and labor.
* Interacts with subcontractors and vendors to address construction issues.
* Corrects any material or equipment defects and monitors any warranty claims.
* Assembles closeout documentation in accordance with contract requirements.

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A successful candidate will have good communication skills and a desire to work in a fast-paced environment. You must be organized, detail oriented, and have a passion for delivering quality projects that meet and exceed client expectations. Experience with Sage 300/Timberline and Procore is a plus.

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The company offers:

* Competitive Salary
* Excellent benefits, including health, dental, 401(k), short- and long-term disability
* A friendly and flexible work environment.

Job Type: Full-time

Education and Licenses:

* Bachelor's (Preferred)
* CSL (Preferred, but not required)
* OSHA 10 or OSHA 30

Experience:

* Construction Project Management Experience at the APM or PM level: 2 years (required)
* Construction Industry Experience: 5 years (preferred)
* Procore: 1 year (preferred)
* Sage 3000/Timberline: 1 year (preferred)

Work Location:

* One location

Work Remotely:

* No

COVID-19 considerations:  
Construction Coordinator Inc.’s HR Outsourcing firm, Silver Tiger Consulting, is conducting all initial prescreens for this position via phone and other remote methods. Silver Tiger Consulting is also coordinating the remote and in-person interview process with Construction Coordinator Inc’s hiring managers for candidates.

Job Type: Full-time

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Professional development assistance
* Vision insurance

Schedule:

* Monday to Friday

Education:

* Associate (Preferred)

Experience:

* Procore: 1 year (Required)
* Sage 300/Timberline: 1 year (Required)
* Project management: 2 years (Required)

Work Location: In person